



Minutes – Approved
Public Records Board
August 19, 2013; 1:30pm – 4:00pm
Legislative Audit Conference Room
22 East Mifflin Street, 4th Floor

Board Members Present: Matt Blessing, Sandra Broady-Rudd, Carl Buesing, Mary Burke, Bryan Naab, Melissa Schmidt, and Peter Sorce

Board Members Not Present: Scott Kowalski

1) Call To Order: 1:34 PM

- 2) Minutes from May 13, 2013:** The Board reviewed the draft minutes and proposed amendments. The minutes were approved as amended by Peter Sorce and Sandra Broady-Rudd.

Board members asked that the agenda, approved minutes, and approved Public Records Board Record Series Index be posted on its website. Board members proposed changes to the current layout of the website for easier access. Kathryn Egeland will work on the proposed changes and share with the Board at its November 11, 2013, meeting.

- 3) Comments from Chair:** The Board Chair, Matthew Blessing, noted that with the start of a new Executive Secretary, the Board's Policy Committee will resume meeting. The Policy Committee members are Matt Blessing, Scott Kowalski, Peter Sorce, and Georgia Thompson.

The Chair asked all Board members to identify additional topics for the Policy Committee to address. The Chair identified the Cloud Computing Guidance document as a model to address other topics. He asked all Board members to read Administrative Rule 12 before the November 11, 2013, meeting so it can be discussed to ensure its continued alignment with current records management practices. He noted that the Records Resource Management Committee is currently drafting a Web Records Guidance document and asked that it be passed thru the Policy Committee before going to the full Board for review.

4) Committee Reports:

- a) Records Management Committee:** The Committee reported on the submissions received from state agencies and local units of government. The submissions were routine in nature as was the follow-up requested by Committee members. Of note, the University of Wisconsin System General Schedule was changed by the Committee from 'Held-Lack of Response' To 'Withdrawn for Further Agency Review' as the communication was received after the PRB Record Series Index was distributed to the Committee with the meeting materials. In addition, due to the volume of paper received from the Government Accountability Board, the submission was amended to clearly state the records will be transferred to the Wisconsin Historical Society in electronic format. The Board Chair noted the Government Accountability Board's submission

regarding the 2011-2012 Recall as one of the largest record series approved as a transfer to the Wisconsin Historical Society.

The Committee members provided a brief history of their analyses of local units of government from previous review cycles. The Committee noted the minutes presented at the May 13, 2013 Board meeting stating that the Committee makes recommendations for approval or denial of record retention schedules only. The Committee does not make recommendations for ordinances or resolutions that may be attached to the retention schedules even though local units of government submit retention schedules with the expectation of receiving approval for them. The Board members representing local units of government confirmed this expectation. This discussion and the earlier discussion of posting approved PRB Record Series Indexes to the Board's website led the Board to request language be inserted as a footer to the PRB Record Series Index regarding state agency and local units of government expectations.

A motion was made to approve state agency records disposition authorizations on the PRB Record Series Index as submitted. Mary Burke and Melissa Schmidt, approved. A motion was made to approve the record retention schedules from cities and municipalities on the PRB Record Series Index as submitted. Bryan Naab and Mary Burke, approved.

b) Records Resource Management Committee: The Committee Chair, Sandra Broady-Rudd, reported that work continues on a web records guidance document. The draft has started the review process with appropriate stakeholders. A final draft may be ready for Board review at the November 11, 2013, meeting.

c) Records Officer Council: The Council Chair, Georgia Thompson, reviewed a proposed records management training plan for state agencies. The plan was created by the Council to outline its intended development of educational and training materials and to ensure it meets with the Board's directives. The plan includes orientations, specific training for Records Officers and career development opportunities within records management. Several Board members asked questions about intended audiences and formats that may be used. Overall the plan was well received as thorough, comprehensive, and in-line with the Board's goals. A recommendation was made to remove 'counties and municipalities' as intended audiences until the training is fully active as it seemed overly ambitious at this time.

Updates on the progress of General Schedules are as follows: Information Technology has been sent to the Records Officer Council for review with comments expected back by August 21, 2013. It will then be distributed to appropriate stakeholders for review. The Purchasing and Procurement draft has been presented to all appropriate specialists within the State and University of Wisconsin for review. Comments are expected back by August 23, 2013. The document will then be distributed to the Records Officer Council in September and presented to the Administrative Officers Council on October 9, 2013. A handful of amendments to the Administrative General Schedule regarding the records of Public Information Officers and Communication Officers are being drafted for review by stakeholders such as the Public Information Council and Administrative Officer Council. All of these updates should be before the Records Management Committee in early 2014. Board members asked questions regarding the scope and disposition of the Administrative General Schedule amendments especially regarding transfer to the Historical Society. The Council Chair noted that the amendments have to be reviewed by several audiences so all appropriate parties will have an opportunity for input. Board members asked if review of all of the updates will include legal counsel input. The

Council Chair responded that each Record Officer is encouraged to seek input from their agency legal counsel as part of their review process for any and all updates pertaining to General Schedules.

The Council Chair also noted that review and updating of the Motor Vehicle General schedule should begin in late August or early September 2013 and the development of a Legal General Schedule is expected to begin in late 2013.

5) Other Business:

- a) Public Records Board Responsibilities:** The Board Chair reviewed the history of the statutory directives document compiled at the Board's request by the previous Executive Secretary. The purpose of this document is to serve as an inventory of the statutes pertaining to the Public Records Board and its authority. The Board intended to review each statute for comparison with current records management practices, and/or evaluation of possible changes needed. Board members concluded that this document is a good reference list but legislative action is required before changes can be accomplished. Matt Blessing advised that he will work with Georgia Thompson to research the statutes and prepare a follow-up checklist before the November 11, 2013 meeting.

This review led to a discussion about the composition of the current Board and the direction of records management in general. Board members all agree that the Board needs representation from the information technology area at a high level. In 2009, draft bill language was presented to the Board which was intended to update the composition of the board, establish non-voting members, and add staggered term limits. These Bill changes were proposed as a first step in partial response to the Strategic Plan completed in 2007. Board members discussed the timing of the current and next legislative sessions and time lines that would need to be considered as the Board moved forward with any statutory changes. Board members decided to schedule a teleconference meeting once the draft Bill language was distributed for review. Matt Blessing will communicate with the legislative liaison at the Historical Society after the teleconference for advice on moving forward.

- b) Committee Assignments:** The Board Chair noted that the Policy Committee will meet soon. He encouraged Board members who are not currently sitting on a committee to participate. Carl Buesing offered to sit on the Policy Committee.
- c) Council of State Archivists:** The Board Chair shared a summary of a study by the Council of State Archivists. The Council is comprised of 56 state and territorial archivists. The Council recently completed a lengthy study on the state of state archives and state records management focusing on the years 2006-2012. He noted several interesting points: the number of archivists and records managers has decreased markedly since 2006; electronic records have increased exponentially; paper records are not decreasing; and, records management budgets were hit hard. He also pointed out some specific statistics about Wisconsin: Wisconsin is open more hours per week for in-person research than any other state and Wisconsin provides more support to local units of government than most states.

Meeting Adjourned at 3:38 PM.

Next regular meeting November 11, 2013, 1:30 – 4:00pm. Legislative Audit Bureau Conference Room, 4th Floor.